

**Business, Computer and Information Technology Department**  
**Software Skills Rubric**

Name \_\_\_\_\_ Assignment \_\_\_\_\_

Points Earned ( ) \_\_\_\_\_

Objectives	Non-Scorable	Below Basic  1 point	Basic  2 points	Proficient  3 points	Advanced Proficient  4 points	Total Points Earned
<b>Content</b>	0 points	Minimal content; does not meet objectives.	Multiple content areas need more development focus is not clear. Many essential parts missing or additional content added.	Most content guidelines followed. Some content missing, out of order, or additional content added. More content development is needed; most content guidelines followed.	Information clearly relates to topic; all content guidelines followed; thorough; appropriate; minor content added or omitted that does not detract from the target(s).	
<b>Appearance &amp; Organization</b>	0 points	Minimal content; does not meet objectives.	Multiple design and style layouts not followed. Multiple organizational errors.	Most design and style layouts followed. Minor organizational error.	Correct; followed directions; supports target(s).	
<b>Design</b>	0 points	Minimal evidence; does not meet objectives.	Limited use of calculations; some incorrect field types; data-entry formats not considered. Few variables named appropriately; lacks organization. Documentation missing.	Correct use of calculations; correct field types; data-entry formats out of order. Most variables named appropriately; evident organization. Some documentation included.	Correct use of calculations; correct field types; logical data-entry formats. All variables named appropriately; well organized. Complete documentation included.	
<b>Reports</b>	0 points	Minimal evidence; does not meet objectives.	Incorrect layouts or records are sorted improperly or contains few required records.	Correct layouts; most records are sorted properly or contains most required records.	Correct layouts; sorted properly; contains all required records.	
<b>Programming Constructs</b>	0 points	No data structures evident; no use of functions.	Some use of loops correct; unclear use of data structures; some use of functions.	Some use of loops correct; inconsistent use of data structures; abundant use of functions.	Correct use of loops; proper data structures; abundant use of functions.	
<b>Calculations</b>	0 points	Minimal evidence; does not meet objectives.	Many functions and calculations are incorrect.	Most functions and calculations are correct.	Correct; used appropriate functions and calculations.	
<b>Charts/Graphs</b>	0 points	Minimal evidence; does not meet objectives.	Incorrect information; several parts of the chart are unclear.	Content is correct; some minor information is missing.	Correct; easy to read; contains all necessary parts; chart is appropriate for target(s).	
<b>Graphics/Slide Transition &amp; Animation</b>	0 points	Minimal evidence; does not meet objectives.	Most graphics inappropriate. Many transition and animation procedures not followed.	Some inappropriate graphics. Some animation missing, out of order. Most procedures followed.	Correct; contained all required transition and animation; well organized; all procedures followed. Graphics enhance presentation.	
<b>Software/Encoding Procedures</b>	0 points	Minimal evidence; does not meet objectives.	Few software/encoding procedures were used for document preparation.	Most software /encoding procedures were used for document preparation.	Correct; all software/encoding procedures followed.	
<b>Conventions</b>	0 points	Minimal control of grammar, spelling, and sentence structure.	Limited control of grammar, spelling, and sentence structure.	Sufficient control of grammar, spelling, and sentence structure.	Correct use and control of grammar, spelling, and sentence structure. Minor content added or omitted that does not detract from the target(s).	